



**BOARD OF COMMISSION MEETING
SIGN IN SHEET
Wednesday, May 8, 2019
11:30AM – 1:00PM**

NOS	BOARD MEMBERS	SIGNATURE	DATE	✓ EXCUSED ABSENT REMARKS	✓ LIST ALTERNATE REP
1	Peter Barcinas	<i>PPB</i>	<i>5/8/19</i>		
2	Margrit Atalig				
3	Candice Ananich	<i>present via conference line</i>		<i>yes</i>	
4	Femi Bajomo				
5	Viola Cruz	<i>Viola Cruz</i>	<i>5/8/19</i>		
6	Peggy Denney	<i>Peggy Denney</i>	<i>5/8/19</i>		
7	JoAnnalyn Fullerton				
8	Dr. Carmen Garrido	<i>Dr. Garrido</i>	<i>5/8/19</i>		
9	Mayor Jessie Gogue	<i>Jessie Gogue</i>	<i>5/8/19</i>		
10	Gerard Limtiaco				
11	Frank Lujan				
12	Annie Makepeace				
13	Mayor Melissa Savares				
14	Cynthia Toves				
15	Alicia Aguon				
16	Laura Gombar	<i>Laura Gombar</i>	<i>05/08/19</i>		
17	Arthur San Agustin				
18	Frank Sharff				
19	Dr. Julie Ulloa-Heath				
20	Jessica Lizama				

Signature: _____

Doris Aguon, Executive Director

Date: _____

5/8/19



Serve Guam Commission
Office of the Governor
(Oversees AmeriCorps Programs in Guam)
414 West Soledad Avenue, GCIC Building - Suite 205
Hagatna, Guam 96910
Phone: (671) 300-4599
Website: serveguam.com



Lourdes A. Leon Guerrero
Governor of Guam

Joshua F. Tenorio
Lieutenant Governor

Anthony M. Babauta
Chief of Staff

**COMMISSIONERS/ SUB
COMMITTEES**

Peter Barcinas
BOC Chairperson

Margrit Atalig
BOC Vice Chairperson

FINANCE COMMITTEE

Peter Barcinas
Chairperson

Viola Cruz
Co-Vice Chairperson/
Certifying Officer
Member
Mayor **Jessy Gogue**

TECHNOLOGY COMMITTEE

Frank Lujan
Co-Chairperson
Femi Bajama
Co-Vice Chairperson
Member
Mayor **Jessy Gogue**
Gerard Limtlaco

PROGRAM MGMT.

COMMITTEE
Frank Scharff
Co-Chairperson
Cynthia Taves
Co Vice Chairperson
Members
Candice Ananich
Jessica Lizama
Dr. Julie Ulloa-Heath

MARKETING & OUTREACH

COMMITTEE
Peggy Denney
Co-Chairperson
Dr. Carmen Garrido
Co Vice Chairperson
Members
Mayor **Melissa Savares**
Alicia Aguon

YOUTH COMMITTEE

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Co-Chairperson
Peggy Denney
Co Vice Chairperson
Member
Laura Gombar
Alicia Aguon

DISABILITY COMMITTEE

Co-Chairperson
Margrit Atalig
Co Vice Chairperson
Member
JoAnnalyn Fullerton
Frank Scharff
Arthur San Agustin

Serve Guam Commission

Doris Aguon
SGC Executive Director
1-7-19

SERVE GUAM COMMISSION REGULAR BOARD MEETING
Wednesday, May 8, 2019 – 11:30 a.m.
SGC Conference Room

A G E N D A

- I. Call to Order
- II. Approval of Minutes
 - a. April 17, 2019 – Regular Meeting (19 05 08_BOC_Attachment 001)
- III. Executive Director Report (19 05 08_BOC_Attachment 002)
- IV. Committee Reports
 - a. Executive Committee
 - b. Finance Committee
 - c. Program an Performance Measures Management
 - d. Marketing & Outreach
 - e. Disability Inclusion Committee & Guam Dept. of Integrated Services for Individuals with Disabilities (DISID), Senior Citizen
 - f. Youth Committee
 - g. Technology Committee
- V. Old Business
- VI. New Business
- VII. Adjournment



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**MINUTES OF THE
SGC REGULAR BOARD MEETING
Wednesday, April 17, 2019 – 11:30 a.m.
SGC Conference Room**

I. Call to Order

There being a quorum, the regular meeting of the Serve Guam Commission Board of Commission ("SGC Board" or the "Board") was called to order by Chairperson Barcinas at 11:42 a.m. at the SGC Conference Room, Suite 205 GCIC Building, Hagatna, Guam, 96910. Present at the meeting were:

Board Members Present:

Peter Barcinas
Margrit Atalig
Viola Cruz
Peggy Denney
Alicia Aguon
Frank Scharff

Committee or positions:

Chairperson
Vice Chairperson
Co-Vice Chairperson, Finance Committee
Co-Chairperson, Marketing & Outreach Committee
Marketing & Outreach Committee
Co-Chairperson, Program Management

SGC Staff Present:

Doris Aguon
Julie Iriarte
Edison Natividad
Tiffany San Nicolas

SGC Executive Director
SGC Grants Officer
SGC Technology Officer
SGC Administrative Assistant

II. Approval of Minutes

March 20, 2019 – Regular Board Meeting: Peggy Denney made the motion to approve the minutes of March 20, 2019. The motion was seconded by Co Chair Person Margrit Atalig and was unanimously approved subject to corrections.

III. Executive Director Report (Attachment 1)

a. Committee Reports

- Chairperson Barcinas recommends to start numbering attachment & Executive Director Report to reference and coincide with agenda, SGC Technology to create a tracking numbering system for all reports.
- Chairperson Barcinas mentioned in regards to subcommittee reports and how it's a great layout and it allows Commission to track all reports and set priorities.
- Executive Director Aguon mentioned that Program Management had a meeting online and today's continuing meeting.
- Chairperson Barcinas mentioned about aligning and updating of policy and procedures of findings from the OIG. Barcinas also mentioned in regards to Committee reports and to provide recommendation to the Commission as a whole to consider and for approval. Also being consistent in the way we entertain recommendations.
- Executive Director Aguon mentioned that the Marketing & Outreach committee to be out in community for media coverage and that SGC Technology Officer is also working on setting up all social media and is updating policy and procedures for Marketing purposes.

- Chairperson Barcinas mentioned in regards to previous committee reports and their status of report have been completed.
- Have committee be assigned to what there are supposed to do, Governance in leveling in documentation needs to be worked on in preventing us from any form of audit radar.
- b. 2019 Request for Proposal Workshop (RFP)**
 - Executive Director Aguon mentioned that AmeriCorps applications were submitted on Friday, April 12, 2019 and Joannalyn had broken the seal open for SGC review.
 - Peer review committee will now start the reviewing process – Sanctuary, VARO, UOG, GMHA and Guam HOPE Foundation. Aguon mentions about what is HOPE Foundation and there a recycling and upcycling nonprofit organization.
- c. 2018-2019 AmeriCorps Contracts**
 - Executive Director Aguon addressed that we have three programs that have yet to start – Guam Homeland, UOG and Ayuda and VARO, she also stated that their contracts are still at the Attorney General's Office for signature and is continually following up.
 - Executive Director stated that SGC and AC Programs are actively recruiting AmeriCorps members and volunteers. She also mentioned that they will be participated in the UOG Job Fair for recruitment.
 - Chairman Barcinas addressed to have in Executive report summary of prior programs for board reference and comparison. He also mentioned listing of grant recipients and how many years the program has been with AmeriCorps and for SGC to build more capacity in new programs.
 - Executive Director Aguon reiterated for Marketing and Outreach Committee to
 - Engaging with more nonprofits and having them apply for AmeriCorps Grant, and will continually working with them in training them for the next upcoming AmeriCorps Grant.
 - Chairperson Barcinas had mention a point system / Technical Assistant in the RFP application if Applicants need assistance and having a pre Grant Orientation.
 - Peggy questioned if there are any capabilities doing something that generates funds. Chairperson Barcinas stated that going back to the CNCS policy and following what's prohibited. Executive Director Aguon also explained that if the NGO does a fundraising and AmeriCorps members are involved all proceeds shall be given to AmeriCorps programs and AC Program will provide financial documentation of fundraiser.
 - Peggy questioned if Sanctuary was to do a garden and they sell their vegetables to the public, can Sanctuary generate funds? And what can they do with those funds? Executive Director Aguon stated that the organization itself can do whatever fundraisers they want. She also explained from previous years on how some members got disallowed hours from previous activity and also that can affect in losing your educational award.
 - Chairperson Barcinas stated that goes back to policy and procedures and also desk audits for programs is all in place.
 - Executive Directors Aguon stated that before all programs proceed in any activity or service projects they must submit a request and get clearances from SGC office. She also mentioned that there is a lot of monitoring going on. She also request that Chairperson Frank Scharff joins the SGC staff in doing monitoring of the programs.
- d. Program & Fiscal Monitoring**
 - Viola Cruz stated that AC Programs should know there grant very well in what's allowed and disallowed.
 - Executive Director Aguon mentioned that SGC conducts Program and Fiscal site visit and Viola is in attendance for anything fiscal and continuously works closely with Julie and the programs.



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- Executive Director Aguon mentioned that SGC Technology Officer is working on formatting reimbursement forms to capture every month. She also stated that he is also working with the budget sheet and formatting that as well.
- e. **FY 19-20 AmeriCorps Formula Grant**
 - Chairperson Barcinas mentioned to add on ED report a summary statistics of AC Program and how many MSY per program.
 - Executive Director stated that we currently have a total of 200 AC members for FY 18-19 and will be recruiting a total of 208 AC members for FY 19-20.
- f. **Lease of Office Space**
 - Executive Director Aguon stated that SGC is looking into a new office space of a minimum of 1, 6000 sq. ft. to accommodate six staff. She also is working closely with GSA in procurement process for bidding of office space.
 - Co Vice Chairperson Margrit mentioned if the process would be a little faster with GSA in regards to new office space.

IV. Committee Reports

a. Finance Committee

- Viola Cruz reported that she and Julie had conducted their first site visit at Ayuda on Thursday, April 11, 2019.
- Executive Director Aguon stated that she will be doing the second site visit at Ayuda.

b. Program and Performance Measures Management

- Executive Director Aguon mentioned that the Program Management Committee had their meeting this morning @ 11:00am-11:30am – Maggie, Frank and Joannalyn as Peer Reviewers. She also mentioned the alternates which is Candice Ananich, Dr. Garrido and Annie Makepeace.

c. Marketing & Outreach

- Peggy stated that AmeriCorps Ayuda Para I Komundat was a tremendous help on Saturday, April 13, 2019 at the Agana shopping center, AC members assisted in the Aclub and Irecycle program. AC members collected plastic bags and made flanne.
- Alicia Aguon mentioned if SGC can provide a community calendar for commission members for any upcoming events and projects.

d. Disability Inclusion Committee & Guam Dept. of Integrated Services for Individuals with Disabilities (DISID), Senior Citizen

- No report

e. Youth Committee (Attached report online)

f. Technology Committee



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V. Action Items

Special Action Item added to the Agenda of the floor:

Background: BSP Executive Order to allow SGC in accessing and participating in Pilot Procurement reporting system of \$3,200 and to allow SGC to procure anything below 10,000.

Recommendation: To approve BSP Pilot procurement reporting system to allow SGC to procure anything below 10,000 total amount of 3,200.00.

Action Sought: To vote and approve Executive Directors recommendation to procure reporting system to allow SGC to procure anything below 10,000.

Motion: To procure Pilot procurement reporting system. Motion made by Peggy, second by Co Vice Chair Margrit Atalig.

VI. Old Business

- Chairperson Barcinas thanks board members who participated in our National Volunteer Week Kick off WAVE at Chief Kapua. He also states that commission needs to look into initiative that promotes young volunteer ambassadors and to align to build more capacity building.
- Peggy Denney question if any update on recruitment of Board members – Monica Guzman. Executive Director Aguon explained that we are currently waiting on their response to recruitment.

VII. New Business

VIII. Next Scheduled Meeting

- IX. Adjournment: There being no further business to discuss, it was moved by Peggy Denney and seconded by Viola Cruz to adjourn the meeting at 12:54 p.m. The motion was unanimously passed.

Prepared by:


Tiffany San Nicolas, SGC Administrative Assistant/ Date

Approved by:


Doris Aguon, SGC Executive Director/ Date:



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19 05 08_BOC_ATTACHMENT 002

Anthony M. Babauta
Chief of Staff

COMMISSIONERS/ SUB

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Margrit Atalig
BOC Vice Chairperson

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SERVE GUAM COMMISSION REGULAR BOARD MEETING
Wednesday, May 8, 2019 – 11:30 a.m.
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EXECUTIVE DIRECTORS REPORT

I. FY 19-20 AmeriCorps Formula Grant

AmeriCorps Programs	MSY	Slots	Total Budget
University of Guam	35	70	\$630,000
Guam Memorial Hospital	10	20	\$180,000
Sanctuary Incorporated	43	86	\$774,000
Victims Advocate Reaching Out (VARO)	25	50	\$450,000
TOTAL	113	226	\$2,034,000

II. PY18-19 AmeriCorps Contracts

- Submitted to Governor's office for final signature of approval on May 8, 2019

III. CIF Grant – 16TAHGU001

- Expires on June 30, 2019
- Summary of Current Grant Balance and Projected Grant Balance (19 05 08_BOC_Attachment 002a)

ACTION ITEM 1: Request CNCS for No Cost Extension (NCE)

ACTION ITEM 2: Professional Development: 2019 Pacific Southwest National Training Conference

Date: May 22-24, 2019

Location: Boise, Idaho

(3) Three staff attending

- Professional Development: State Commission Disaster Training Workshop hosted by California State Commission & California Volunteers

Date: June 11-13, 2019

Location: California

(4) Four staff attending

- Professional Development: 2019 Points of Light Conference

Date: June 18-20, 2019

Location: St. Paul, Minnesota

(4) Three staff attending

IV. CIF Grant – 19TAHGU001

- Funding for this grant to begin on July 1, 2019

V. Admin Grant - 17CAHGU001

- May 1, 2019: Received Year 3 Remaining Funds - \$47,737.00

VI. American State Commission (ASC)

- Transformation and Sustainability Plan Update

VII. American State & National (ASN)

- FY 2019 Formula Application Guidance - DUE MAY 17, 2019

VIII. Lease of office space:

3 Quotes (accommodate request of lease specifications)

Due date to submit response – Friday, May 10, 2019

- | | |
|--|----------|
| a. Guam Capital Investment Corporation | Agana |
| b. Ada's Trust & Investment, Inc. | Agana |
| c. Sunny Plaza | Tamuning |



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IX. Upcoming Events

- 2nd Saturday service projects – Attached Flier (19 05 08_BOC_Attachment 2b-1 /2 /3 /4)
- SGC Mid Year Retreat - June 2019
- SGC Anniversary – June 2019
- Liberation – July 21, 2019
- SGC & AC Program Mandatory Events (19 05 08_BOC_Attachment 2c)

Program Title: Serve Guam Commission - Training & Technical Assistance
Account Number: 5101H160233TA101
Grant Number: 16TAHGU001
Grant Period: **8/5/2016 - 6/30/2019
AS OF: 4/30/2019

Object	Year 1	Year 2	Year 3		Total Releases	2016	2017	2018	2019 Current	*PROJECTED	PROJECTED		
<u>Category</u>	<u>Release</u>	<u>Release</u>	<u>Release</u>	<u>Modifications</u>	<u>To-date:</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>Exp/Enc.</u>	<u>Expenditures</u>	<u>Expenditures</u>	<u>CURRENT</u>	<u>PROJECTED</u>
												<u>BALANCE:</u>	<u>BALANCE:</u>
111	\$33,750.00	\$50,625.00	\$85,000.00		\$169,375.00	\$0.00	\$20,709.48	\$22,475.22	\$28,686.96	\$17,980.77	\$89,852.43	\$97,503.34	\$79,522.57
113	\$12,655.00	\$19,662.00	\$29,850.00		\$62,167.00	\$0.00	\$7,811.46	\$8,248.33	\$10,261.11	\$6,296.74	\$32,617.64	\$35,846.10	\$29,549.36
220	\$3,950.00	\$16,537.00	\$12,450.00	\$10,000.00	\$42,937.00	\$0.00	\$6,491.34	\$9,853.95	\$5,717.11	\$19,958.75	\$42,021.15	\$20,874.60	\$915.85
230	\$19,245.00	\$28,753.00	\$10,882.00	-\$43,907.00	\$14,973.00	\$0.00	\$0.00	\$624.30	\$1,452.00	\$21,450.10	\$23,526.40	\$12,896.70	-\$8,553.40
233	\$0.00	\$0.00	\$0.00	\$11,907.00	\$11,907.00	\$0.00	\$0.00	\$0.00	\$5,407.50	\$5,589.50	\$10,997.00	\$6,499.50	\$910.00
240	\$3,522.00	\$3,672.00	\$3,350.00	\$22,000.00	\$32,544.00	\$0.00	\$1,206.38	\$4,085.81	\$575.76	\$17,373.00	\$23,240.95	\$26,676.05	\$9,303.05
250	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
363	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
701	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$73,122.00	\$119,249.00	\$141,532.00	\$0.00	\$333,903.00	\$0.00	\$36,218.66	\$45,287.61	\$52,100.44	\$88,648.86	\$222,255.57	\$200,296.29	\$111,647.43



★ Third Annual ★
MERIZO PIER
PROJECT
May 11, 2019
10AM - 2PM
MOTHER EARTH REHABILITATION & CONSERVATION FAIR
Bussing Available by Reservation Only
Paseo Park ↔ Merizo Park
9:15AM and 11:15AM
Merizo Park ↔ Paseo Park
12:30PM and 2:15PM
Please contact 486-8123 to reserve seat.

INTERACTIVE ACTIVITIES **FUN & GAMES** **FREE GIVEAWAYS**



OUTREACH

William Naden II & Leilani Sablan UOG Biology Students
In partnership with Mayor Ernest Chargualaf
and Serve Guam Commission,
which oversees AmeriCorps programs



SERVE
GUAM
COMMISSION

AMERICORPS
GUAM

Service Learning
PASSPORT

Merizo Pier Project
Mother Earth Revitalization & Conservation Fair
Saturday, May 11, 2019



Student Name: _____

DEPARTMENT OF EDUCATION SERVICE LEARNING AS A
REQUIREMENT FOR HIGH SCHOOL GRADUATION

Public Law 30-53

Beginning with the ninth (9th) grade class in the 2011-2012 school year, and for every school year thereafter, each student *shall* complete seventy-five (75) hours of service learning as a requirement for high school graduation. Service Learning hours earned shall be printed on student report card.

SERVE GUAM COMMISSION AND AMERICORPS PROGRAMS MANDATORY SERVICE EVENTS

NOS	MONTH OF SERVICE	SERVICE EVENT	NATIONAL OR LOCAL SERVICE INITIATIVE
1.	JAN	MARTIN LUTHER KING JR.	NATIONAL
2.	MARCH	SPECIAL OLYMPICS	LOCAL
3.	APRIL	AMERICORPS INDUCTION CEREMONY	NATIONAL
4.	MARCH	AMERICORPS WEEK	NATIONAL
5.	APRIL	NATIONAL VOLUNTEER WEEK	NATIONAL
6.	JUNE	AMERICORPS MID-YEAR RETREAT	NATIONAL
7.	JUNE	SERVE GUAM COMMISSION ANNIVERSARY	LOCAL
8.	JULY	LIBERATION DAY OF SERVICE	LOCAL
9.	APR-SEPT	GUAM VOLUNTEER CENTER ANNIVERSARY & CONFERENCE	LOCAL
10.	SEPT	9-11 NATIONAL DAY OF SERVICE & REMEMBRANCE	NATIONAL
11.	SEPT	NATIONAL PREPAREDNESS MONTH	NATIONAL/ LOCAL
12.	OCT	AMERICORPS NATIONWIDE SWEARING-IN-PLEDGE CEREMONY	NATIONAL
13.	OCT	MAKE A DIFFERENCE DAY	NATIONAL
14.	NOV	VETERANS DAY	NAT'L/ LOCAL
15.	DEC	AMERICORPS GRADUATION	NATIONAL
16.	JAN – DEC	PROFESSIONAL DEVELOPMENT: STAFF & MEMBERS	LOCAL
17.	JAN – DEC	SENIOR CITIZENS SERVICE PROJECTS	LOCAL
18.	JAN – DEC	AC Programs will be in charge of monthly day of service held every second Saturday of the month for Capacity Building and work in partnership with village Mayor's.	LOCAL
19.	JAN – DEC	CAPACITY BUILDING: Volunteer Recruitment and Volunteer Management by organization to be addressed monthly	LOCAL
All service projects shall be accompanied by a flier and an analysis of impact of service projects in the community.			
(REFERENCE: 2018-2019 Calendar) and Other National and Local community service initiatives by Corporation for National and Community Service (CNCS) and Governor of Guam.			